

Personalized Internship Plan
Administrative Candidate: Kellen Conroy
Chadron State College
EDAD 639: Administrative Practicum
August 2014 – May 2015

Chadron State College Candidate: Kellen Conroy

Name of Mentor: Dr. Bob Uhing, Administrator – ESU #1
Margaret Sandoz, Superintendent/Elem. Principal – Niobrara Public Schools
Angie Guenther, 7-12 Principal – Niobrara Public Schools

Date: August 2014 – May 2015

Internship Goal #1: Human Resources: I will develop a more profound professional understanding of human resources management in an educational setting as it relates to administrative duties and responsibilities.

ISLLC Standard(s) Addressed: Standard 3: A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment

Learning Activities to Address Internship Goal: Discussions with ESU #1 Administrator Dr. Bob Uhing, Analyze ESU #1 Master Agreement, Discussions with teachers in ESU #1 districts that serve as lead negotiators or on negotiation teams, examination of hiring practices, and research on laws and policies relating to human resources management in schools.

Evidence to Document Attainment of Goal: Completion of discussions with ESU #1 Administrator Dr. Bob Uhing, attendance at appropriate meetings, and proper analysis of ESU #1 Master Agreement.

Targeted Date for Completion of Goal: April 2015

Reflection Prior to Learning Experiences:

Upon completion of the ISLLC Self-Assessment Tool, I found that my knowledge and understanding of human resources management, especially the negotiations process in relation to administrative duties, is not where it should be at this point in my educational career. I have participated in negotiations meetings as a teacher in my former educational setting, but have not had the opportunity to be involved in any administrative or board discussions relating to a master

agreement and/or negotiations process. As a teacher attending our education association meetings, I would listen to the comments, proposals and requests of the other staff members and wonder what the next steps would be. From there, once the negotiation meetings had concluded and a master agreement had been approved, I merely signed my contract for the coming year and turned it back into our central office.

There have been many questions that have come to my mind while thinking about this goal and thoughts on how I can improve and grow professionally. The following list of questions is what I will use to help guide conversations and the selection of experiences to meet the needs of the educational institution and my professional growth: What do the negotiations processes look like in different schools? How do schools actively recruit and retain highly qualified staff members? In terms of administrative duties and responsibilities, how does the negotiations process differ between certified and classified school employees and staff? What is the hiring process of certified and classified staff members in schools?

Reflection of Learning Experiences:

Successful Goal Achievement Date: _____**CSC Administrative Candidate:** _____**Kellen Conroy****Mentor:** _____**Dr. Bob Uhing – ESU #1**

Internship Goal #2: Building Management: I will discover and apply appropriate, ethical, and logical methods of the fiscal operation and management of the school system.

ISSLC Standard(s) Addressed: Standard 3: A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Learning Activities to Address Internship Goal: Anticipated Activities: Interview with ESU #1 Business Manager Lisa Salmon, discussions relating to fiscal management and operation with ESU #1 Administrator Bob Uhing, interview with Margaret Sandoz in relation to the building process and fiscal responsibilities, and interview with an additional school superintendent in relation to the budgeting process for an upcoming school year.

Evidence to Document Attainment of Goal: Evidence of Goal Attainment: Interviews with selected administrators/managers scheduled and completed, budget reviews, attendance at and reflection of ESU#1 and local school board meetings.

- Attendance at ESU #1 Board Meeting and Budget Hearing (9/16/14)
- Analysis of ESU #1 2014 – 15 Budget
- Discussion with Dr. Bob Uhing in relation to ESU #1 2014 – 15 Budget
- Discussion with Margaret Sandoz in relation to school budget process
- Interview with ESU #1 Office Manager, Lisa Salmon
- Elected NATS Secretary (Nebraska Association of Teachers of Science) 2014-15

Targeted Date for Completion of Goal: April 2015

Reflection Prior to Learning Experiences:

In terms of growth and improvement, the fiscal operation and management of the school system is one area in which I did not need the ISLLC Self-Assessment Tool's help in the establishment and determination of a goal in this greatly important administrative category. It is funny how things work themselves out in life. Discovering and developing a much deeper understanding of appropriate, ethical, and logical methods of the fiscal operation and management of a school system was a goal that I had originally established for myself prior to the beginning of this course and my practicum experiences.

I believe that the emphasis placed upon and importance of setting this goal stems from the lack of experience that I have within this administrative area. My experience relating to the management and operation of budgets relates to athletic camps and managing the fund generated

in an appropriate way through the school system. I have not had the opportunity to be a part of a school system budget operation, development, and/or management process at this point in my educational career. Budgets, fiscal management, and appropriate operation of a school system are critical responsibilities that administrators must address on a daily basis.

I believe that through learning experiences such as discussions with administrators and business managers in relation to the fiscal operation and management of a school system will begin to provide me a better look into appropriate fiscal management. Also, by participating in the budgeting process for our educational service unit, will foster my professional growth in the area of responsible fiscal management and operation of a school system.

Reflection of Learning Experiences:

Successful Goal Achievement Date: _____

CSC Administrative Candidate: _____
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Mentor: _____
Margaret Sandoz – Niobrara Public Schools

Mentor: _____
Angie Guenther – Niobrara Public Schools

Internship Goal #3: Collaboration: I will model community/educational collaboration by volunteering on local school district's PTO (Parent-Teacher Organization).

ISSLC Standard(s) Addressed: Standard 4: A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Learning Activities to Address Internship Goal: Attendance at PTO meetings and events, facilitation and sponsorship of PTO events, work to design a PTO brochure or informational flyer to be distributed throughout the community, develop a PTO questionnaire for parents, students, and staff, and to seek leadership roles within the newly organized parent-teacher organization.

Evidence to Document Attainment of Goal: Successful implementation of PTO community/school events, attendance at scheduled PTO meetings and events, distribution of PTO brochure/informational flyer, organization and analysis of PTO questionnaire, communication and collaboration with community in relation to the PTO purpose, mission, and vision.

- Elected Co-Chair of Pender PTO

Targeted Date for Completion of Goal: 2014-15 Academic Year (May 2015)

Reflection Prior to Learning Experiences:

Schools are often the focus points of communities both large and small. The importance of a positive working relationship between the school and community is vital to the existence of both. When one truly analyzes a community, the one thing he or she will research is the school. How does the school interact with the community and vice versa? As a member of the education profession and a parent of two students, one in preschool and the other in elementary school, I have discovered the growing importance of positive collaboration between the school and the community.

During our local school's open house this week (Aug. 19, 2014) there was an opportunity to sign up for the Parent-Teacher Organization (PTO) that was trying to be started and organized for the upcoming year. As an educator and parent I see the importance of the needed collaboration between the community and school. I was the first person to sign up for organization membership and hoped that others would follow as well. As an instructional leader

I believe that it is important to “walk the walk.” If you expect something to happen, take place, or be started in a school, you better roll up your sleeves and get to work with everyone else. I strongly believe that the PTO that is trying to get off of the ground in our community is a great thing and if we can come together for our students, a great partnership will be born between our community and school.

Reflection of Learning Experiences:

Successful Goal Achievement Date: _____**Chadron State College Administrative Candidate:** _____
Kellen Conroy**Mentor:** _____
Dr. Bob Uhing, ESU #1

Internship Goal #4: Legal/Legislative Responsibilities: I will develop a deeper understanding of government legislation and laws affecting education and requirements of today's educators by creating a professional learning network.

ISSLC Standard(s) Addressed: Standard 6: A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Learning Activities to Address Internship Goal: Review of Nebraska State Legislation such as LB 438, attend conferences/meetings within the ESU affiliate organizations in relation to legislation and educator requirements, attendance and co-facilitation of ESU #1 administrator meetings which discuss current legislation, discussion with state board of education member (in conjunction with ESU #1 administrator meetings), attendance at ESU #1 bi-annual policy meeting, discussions with ESU #1 Administrator Dr. Bob Uhing in relation to how he receives and stays current with legislative news /updates.

Evidence to Document Attainment of Goal: Reflections relating to conversations with multiple administrators, board of education members, and ESU affiliate representatives, attendance and input in relation to ESU #1 policy meetings, and building an educational network that provides legislative updates, news, and information with the use of ESU #1 resources, social media (Twitter), other administrators, and professional organizations such as ASCD, Learning Forward, NCSA, and NDE.

- Joined NCSA (Nebraska Council of School Administrators)
- Follow NCSA – Mike Dulaney on Twitter
- Attempt to contact local law firm in relation to school law – no information provided
- Attempt to contact large Nebraska law firm in relation to school law – no response
- Phone Conversation with Rex Schultze, School Law Attorney
- Following Karen Haase, School Law Attorney on Twitter
- Article Review: Education Week

Targeted Date for Completion of Goal: April 2015

Reflection Prior to Learning Experiences:

School law and legislation that affects how we do things in our classrooms, schools, and districts should always be in the minds of not only administrators, but educators of all levels and abilities. In the age of accountability in relation to high-stakes assessment, reporting, and social issues, both teachers and administrators must stay connected and informed to current legislation and litigation that affects schools on a daily basis.

As a professional goal, I want to develop a deeper understanding of school law and current educational legislation impacts administrators, teachers, and students on a daily basis.

Throughout my course work at Chardon State College I had the opportunity to participate in School Law (EDCI 638) and was research and analyze how past litigation and court decisions have had an impact on the education of today's students. When pondering about pursuing an administrative degree, I asked my former building principal and superintendent what their views of school law were and the response was almost identical: when and if there is a question or situation, call the school lawyer. After thinking hard about those discussions and comments, I believe that it is useful for schools to have the support of a trusted person or law firm in relation to school law. But as an educational leader, I want to stay current with what is happening in the court systems and our state and federal government that has an impact on the school. The question is how to appropriately do that while not only being the building manager and instructional leader?

Reflection of Learning Experiences:

Successful Goal Achievement Date: _____**CSC Administrative Candidate:** _____
Kellen Conroy**Mentor:** _____
Dr. Bob Uhing, ESU #1